

Classification

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120057-2

REPORTS INVENTORY

XXXXXXXXX DDS/OL/SD-8

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

Ordnance Status Report

2. TYPE  
OF  
REPORT☒ STATISTICAL☐ NARRATIVE☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

☒ PERSONNEL☒ LOGISTICS☐ MEDICAL☐ TRAINING☐ SECURITY☐ FINANCE☐ ADMIN. GENERAL☐ OTHER (specify)

4. NO. OF COPIES PREPARED

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5. FREQUENCY (weekly, monthly, quarterly, etc.)

Semiannual

6. DISTRIBUTION (No. of components not  
number of copies)

OAMS

7. FORMAT (memorandum, form  
computer print-out, etc)

Dispatch

8. ADP PROCESSING

☐ YES

IF YES GIVE ADP PROCESSING NO.

☒ NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

10. PREPARING COMPONENT (include lowest level  
contributing information to report)

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11. FEEDER REPORTS (State total number and identify by Title,  
Form No., or nomenclature. Attach separate sheet if necessary.)

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## 12. COST FACTORS

## A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	= COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	= COST PER YEAR
GS-14	9.76	1/6	1.63	2	3.26
GS-6	4.32	1/6	0.72	2	1.44
(Review by other office personnel not listed)					5.66

## B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

10.36

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN,  
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

This report covers items other than those for which a stock level has been  
established.

## 14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

ESTIMATED SAVINGS

☒

RETAIN AS IS

☐ OTHER (explain)

MAN-HOURS

DOLLARS

☐

CHANGE

STAT

☐

DISCONTINUE

16. DATE OF INVENTORY

5 Oct 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

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Chief, OAMS/SMB/SD/OL

18. EXTENSION

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